

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE

Number: 70-03.A

Subject:

Date: 09/08/97

Sunset Date: 09/08/2000

PERSONAL AND REAL PROPERTY
MANAGEMENT

1. PURPOSE. This directive states the policy and responsibilities for the management and accountability of the personal and real property of the Federal Law Enforcement Training Center (FLETC). The Property Management Handbook provides specific procedural guidance.
2. SCOPE. The provisions of this directive apply to all FLETC personnel, Participating Organization (PO) representatives, and contractor representatives who use the personal and real property of the FLETC.
3. CANCELLATION. FD 70-03.A, Personal and Real Property Management, dated July 20, 1993, is superseded.
4. AUTHORITIES.
 - a. 31 CFR Section Part 700.4, Preservation of Property.
 - b. 41 CFR Part 101, Federal Property Management Regulations.
 - c. Office of Administrative Services No. OAD P 7800.3A, GSA Internal Personal Property Program Manual.
 - d. Treasury Directive (TD) 32-01, Accounting Principles and Standards.
 - e. TD 73-01, Personal Property Management.
 - f. FD 70-00.B, Lost, Found, and Abandoned Personal Property.
5. DEFINITIONS. Terms used in this directive are defined in the Glossary to the Property Management Handbook.
6. POLICIES.
 - a. Use of Government Personal Property and Non-Personal Services is limited to those purposes for which the property was originally contracted or for other officially designated purposes (except in emergency conditions that threaten loss of life or property).

b. Acquisition of Additional Office Furniture and Office Machines from any source will generally be authorized only for essential requirements arising from quantitative increases in onboard employment; or for essential requirements determined necessary to avoid impairment of program efficiency. Replacement of furniture or office machines will generally be restricted either to usable excess or rehabilitated items, or to the least expensive new lines available which will meet the requirement as determined by the supervisor.

c. Office Accessories such as photographs, paintings, objects of art, plants (both artificial and real), or any other similar type items intended solely for the personal convenience of or to satisfy a personal desire of an official or employee will not be purchased with Government funds. These are considered luxury items that do not contribute to the fulfillment of the FLETC's mission. An exception is for corridors, lobbies, and other public spaces.

d. Physical Inventories will be taken annually by the assigned custodian to verify the existence of the property recorded in the accountability records. Where feasible, individuals in possession of the property will not have responsibility for taking the physical inventory. When there is a change in a division chief, supervisor, PO representative, or contractor's representative a physical inventory will be conducted and both the departing and entering official will certify the inventory as correct.

e. Property Removal must be authorized by the division chief, supervisor, PO representative or contractor's representative responsible for the property, and must be only for an official Government purpose. The property management officer and the property custodian are authorized to complete the proper forms. Limited signatory authority to issue training equipment to students and instructional staff is granted to Equipment and Materials Branch employees, and to contractor personnel as specified in their respective contracts.

f. Disposal of Lost and Found Personal Property and Abandoned Vehicles.

(1) Any voluntarily abandoned or forfeited property that has gone through the lost and found procedure (see FD 70-00.B) and is retained by the FLETC for its official use will lose its identity as such. Title to such property vests in the United States 30 days from the date on which it was found. Any property in the custody of the FLETC that is not wanted for retention, nor used within any Federal Agency in accordance with 41 CFR 101-48, nor donated in accordance with 41 CFR 101-48.2, will be disposed of in accordance with the provisions of 41 CFR 101-48.3.

(2) A former owner may request reimbursement for property that the Government has disposed of within three years from the date of vesting of title in the

United States. Such reimbursement will not exceed the proceeds realized from the disposal of such property, less the costs of its disposal, care, and handling, as determined by the Director. When such property is no longer required for official use, it will be reported as excess in accordance with CFR 101-43.304.

g. Exchange or Sale of items is authorized and the proceeds may be applied toward payment for similar replacement property or may be deposited into the General Treasury.

h. Sale of FLETC Property to Government and Contractor Employees.

(1) FLETC employees, personnel on detail to the FLETC, and PO staff stationed at the FLETC are prohibited from, either directly or indirectly, bidding on or purchasing Government property that is under control of the FLETC.

(2) Contract employees of the FLETC are prohibited from, either directly or indirectly, bidding on any FLETC property that they maintain, use, or control.

i. Demonstration and Test of Equipment or Tangible Items Owned by Private Contractors on loan to the FLETC must be prearranged through the contracting officer and be preapproved by the property officer to ensure that property brought on Center is cleared to enter and exit.

j. Gifts and Awards Offered in Connection with Federal Employment from outside sources may generally not be accepted by an employee, with some exceptions. Any employee who receives a gift or award in connection with his/her Federal employment should immediately consult the Ethics Official (Legal Counsel) for advice on whether retention of the gift or award is appropriate. An employee may be required to turn in gifts or awards received in connection with Federal employment to the Property Management Division (PMD).

7. RESPONSIBILITIES.

a. The PMD is responsible for FLETC compliance with Federal Property Management Regulations and Treasury Directives, and for controlling property and safeguarding it from loss, breakage, or undue deterioration. These duties involve:

(1) Recording information about all capitalized and accountable items upon transfer of ownership to the FLETC; notifying the Budget and Finance Division (BFD) of all transactions involving personal and real property; and determining the depreciation schedule to be applied to capitalized acquisitions.

(2) Maintaining the master computerized system incorporating all additions, changes and deletions of property as reported by the various FLETC operating offices.

(3) Conducting a physical audit and an analysis of the internal control of each unit's property at least once every three years, maintaining the roster of property custodians, and providing these custodians with initial and annual refresher training.

(4) Disposing of excess or surplus personal and real property including abandoned vehicles and unclaimed lost and found property.

(5) Assigning a permanent register of official building and structure numbers; and taking inventory, preparing reports, and acquiring and disposing of real property.

(6) Notifying individual property custodians when accountable property is assigned to their respective areas. The notification will describe the item and the FLETC accountable number assigned, the date the item arrived at the FLETC, purchase price, and purchase order number. Note: In Artesia, the Shipping and Receiving Clerk will notify the property custodians of accountable property being assigned to their respective areas.

(7) Ensuring compliance with the Treasury mail management program that includes maintaining data on mail volumes and expenditures, and providing narratives annually on cost savings achieved through more efficient mail management.

(8) Certifying annually to the Director, Office of Administration, that all personal property inventories have been conducted and all discrepancies reconciled.

(9) Reviewing Security, Safety, and Environmental Division reports/documentation of property that has been lost, stolen, damaged, or destroyed; and referring to the Survey Review Board all Government losses that exceed \$1,000 (losses that do not exceed \$1,000 may be referred when the Property Officer believes such referral is justified).

b. The BFD is responsible for:

(1) Forwarding completed Capitalization Charge Reports and Accountable Charge Reports to the PMD for posting.

(2) Recording acquisitions, dispositions, and depreciation of capitalized personal property and real property in the General Ledger.

(3) Reconciling each fiscal year the property management records with the fiscal control accounts; resolving major differences; and adjusting the fiscal control accounts or the PMD accounts.

c. The Facilities Management Division is responsible for:

(1) Maintaining, operating, inspecting, and managing real property.

(2) Providing the PMD with the cost data and the physical characteristics of new construction and capital improvements of major significance to existing buildings, structures, and systems.

(3) Obtaining building numbers from the PMD before construction of new facilities and notifying the PMD when demolishing numbered facilities.

(4) Maintaining accountability of all General Services Administration leased vehicles and completing those required reports.

d. The Procurement Division is responsible for:

(1) Providing the PMD with a copy of all contractual documents (solicitations, award notices, final contracts, and change orders) and any other information that affects the original contract and advising the PMD of the date and time scheduled for all contractor pre-start conferences.

(2) Notifying the PMD of leasehold improvements that require capitalization and ensuring prior review by the PMD of all purchase requisitions for interior furnishings.

(3) Providing the PMD an opportunity to review and annotate purchase orders prior to distribution and notifying the PMD when imprest funds and credit cards are used for the purchase of items that are capitalized and accountable.

e. The Survey Review Board, consisting of three office directors who are appointed annually by the Director, will be convened to review and determine disposition of losses to the Government that exceed \$1,000 per item, or an aggregate value of \$1,000, or at the request of the Property Officer. They will review all written statements and investigative reports and, at their discretion, may conduct their own investigation, request written statements, or hold hearings of all interested parties.

After careful consideration of all facts, the Board may suggest that disciplinary action be taken, including assessing pecuniary damages. Employees have all rights of appeal.

f. Division Chiefs, Supervisors, Participating Organization Representatives and Contractors' Representatives are responsible for:

- (1) Ensuring that all FLETC personal property assigned to their unit is safeguarded from loss, breakage, or undue deterioration.
- (2) Authorizing employees to relocate or survey accountable property items; instructing property custodians to prepare proper documentation; and signing the completed documentation.
- (3) Certifying the physical inventory of personal property within their unit.
- (4) Notifying the PMD of any changes in their custodians.
- (5) Recovering property items assigned to an individual in their unit prior to the individual's departing the FLETC.
- (6) Assigning duties so that no employee is responsible for more than one of the following duties: acquiring property, receiving property, or taking an inventory of property. (This does not apply to credit card purchases that have inherent checks and balances.)
- (7) Conducting a monthly reconciliation between their copies of purchase requisitions for office supplies and/or physical moves of furniture/equipment and the processed copies returned to them; and reporting any discrepancies to the Contracting Officer's Technical Representative, Logistics Support Contract.
- (8) Certifying the physical inventory of their unit's property; and for periodically reviewing personal property under their control and promptly making excess personal property available to the PMD for redistribution.

g. Chief, Administrative Division, OAO, is responsible for informing the PMD of acquisitions of capitalized and accountable items by submitting copies of relevant information (such as purchase orders, BPA call sheets, imprest fund documentation, and credit card logs, contracts, leasing agreements, etc.)

h. Property custodians are responsible for:

(1) Maintaining the appropriate paperwork to tract and account for their unit's property. This will be done by (a) notifying the PMD through their division chief, supervisor or organizational representative within 30 days of determining that personal property is excess, lost, stolen, destroyed, or otherwise disposed of, or when the location of an item is changed; (b) accounting for all items loaned to or borrowed from other organizations or persons; (c) informing everyone in their unit that accountable property items are not to be relocated without written documentation.

(2) Certifying the correctness of the annual physical inventory of their unit's property.

i. The Information Systems Division is responsible for providing computer generated property reports as described in the Property Management Handbook.

j. The Media Support Division is responsible for all leased copier equipment at Glynco. Artesia is responsible for copiers leased for use at Artesia.

k. The Security, Safety, and Environmental Division is responsible for investigating inventory shortages, and for administering the lost, found, and abandoned property program.

l. Credit Card Approving Officials are responsible for submitting copies of all credit card logs to PMD when purchases are made for capitalized and accountable equipment items.

m. Employees are responsible for promptly advising their supervisor of any lost, stolen, or broken property.

8. OFFICE OF PRIMARY INTEREST. Property Management Division, Office of Administration.

Charles F. Rinkevich
Director